

CITY OF RIVERTON  
JOB DESCRIPTION

CUSTODIAN

**SUMMARY:** Performs work to ensure clean and safe condition of buildings, contents, equipment, and grounds.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs duties necessary to keep buildings and contents clean, neat, and orderly. Operates cleaning and maintenance equipment as required to complete assigned tasks. Performs general maintenance and light repair work on buildings and contents. Performs incidental ground and building maintenance activities as assigned.

Performs a weekly check of all vehicles assigned to the department, performs minor repair as required, and schedules repairs and maintenance when needed.

**SUPERVISORY RESPONSIBILITIES:** None.

**SUPERVISION RECEIVED:** Works under general supervision of Building Maintenance Supervisor.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); experience in basic carpentry and minor automotive repair.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Skill in the use of carpentry and mechanical tools. General knowledge of automotive troubleshooting and repair. Ability to perform manual tasks and to work independently with little or no supervision.

**CERTIFICATIONS, LICENSES, REGISTRATIONS:** Must possess and maintain a valid Wyoming Driver's License of required status; ability to be insured under the City's municipal automobile insurance coverage; must be at least 18 year of age.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.